

	<b>LOS LUNAS POLICE DEPARTMENT</b>		
	ADMINISTRATION	NUMBER: ADM.17.06	EFFECTIVE DATE: June 18, 2010
	SUBJECT: Property		REVIEW DATE: June 18, 2010
	AMENDS/ SUPERSEDES:	NMSA:	
NMMLEPSC STANDARDS: ADM.17.06		APPROVED BY CHIEF OF POLICE NATHAN G. GURULE  Signature	

## INVENTORY CONTROL

- A. Inventory controls are set by the Village of Los Lunas and provided in the Los Lunas Police Department Purchasing Guidelines.
- B. The Support Services Lieutenant is responsible for the completion of a yearly inventory of departmental assets.
- C. In order to maintain current and accurate fiscal records, the Executive Secretary is the central purchasing agent for the Los Lunas Police Department.
- D. Any purchases made from the Los Lunas Police Department budget, with the exception of the contingency fund and forfeiture fund will be routed through the requestor's Chain of Command to the Executive Secretary.
- E. Any shipments received from the Los Lunas Police Department budget, will be routed through the Executive Secretary who will then distribute them accordingly.
- F. When a newly acquired piece of equipment is received; The Executive Assistant will make an addition to the inventory which aids in keeping complete and accurate records.
- G. No city property can be given away or thrown away, even if broken and unusable, without the proper authorization

which must be received through the chain of command to the Inventory Officer.